

# **CCFPD MABERY GELVIN BOTANICAL GARDEN RENTAL RULES**

Renters are expected to follow the below facility rental rules and will be charged accordingly for violations.

Facility users are also subject to the **Rules and Regulations Ordinance** governing the use of the forest preserves and property of the District. Copies are available upon request and on the district website:  
[www.champaignforests.org](http://www.champaignforests.org)



## **GENERAL INFORMATION**

1. **Wi-Fi** is not available in the garden.
2. **THE GARDEN** is rented "as is" with seating only. CCFPD also has the following available for use at no charge upon request:
  - a. 25' extension cord
  - b. 50' extension cord
  - c. unity/guest book table
  - d. podium

✚ Any additional items must be furnished by the renter.
3. **RESPONSIBLE PARTY:** The person named on the reservation permit is responsible for any damage and/or damaged or missing equipment.
4. **EXCLUSIVE RIGHTS:** Renters have exclusive rights to the location shown on the reservation permit during the scheduled time. All other areas are open to the public during preserve hours and visitors may not be restricted from those areas.
5. **PERSONAL PROPERTY:** The District is not responsible for personal property.
  - a. Your property must be removed at the time of departure.
6. **CHAIRS:** 100 White plastic chairs are included in the reservation.
  - a. The chairs will be set up and taken down by preserve staff.
  - b. Additional chairs in increments of 25 (up to 150) may be rented via Headquarters.
7. **ARRIVAL/DEPARTURE:** As a general rule, we ask you leave the area as you found it.
  - a. You may not arrive earlier or stay later than the time shown on your reservation permit unless you have paid for additional time.
8. **DECORATIONS AND SIGNS:**
  - a. ALL decorations and signs must be removed before your departure.
  - b. Signs that are placed in the preserve to give directions need to be secured on wooden stakes or metal H frames rather than taped to garbage cans, signposts, or tied to foliage and trees.
  - c. Any type decoration/archway that stakes into the ground may not be used unless secured with weights.
9. **BALLOONS AND OTHER SMALL BITS OF REFUSE** can be eaten by wildlife and may kill them.
  - a. Water balloons and the intentional release of helium balloons (or lanterns) are not allowed. If balloons are used for decoration please make sure that no materials, including un-inflated balloons, are left on the ground where wildlife can find them.
  - b. Birdseed may be tossed; however, rice and confetti are not allowed because of the clean-up difficulty and danger to wildlife.
  - c. Artificial flowers and/or petals may not be tossed on the ground.
10. **OUTLETS:** There is one outlet available for your use in the garden.
11. **GARBAGE:** All garbage must be placed inside the trash container(s) provided.
12. **GRASS / CONCRETE / PATHS / PARKING:** Parking and driving on the grass is strictly prohibited.
  - a. All event attendees must use provided parking lots and may park along the side of the roadway near the garden area.
13. **RESPECT OTHERS:** All activities must be conducted in a manner that respects the rights of other users or neighbors of the preserves.
  - a. Pets are allowed in the preserves on leash.
  - b. Amplified music is not allowed outside.
14. **ALCOHOL** is not allowed in the garden.
15. **PROPERTY PROTECTION:** For the protection and preservation of District property, as well as the safety and general welfare of the public the following, but not limited to, are prohibited on District property:
  - a. Carnival-type rides, inflatable playhouses, pony rides, balloon/lantern launch, etc.,
  - b. Entering the flower beds unless there is a trail,
  - c. Entering the waterfall,
  - d. Throwing rocks into the pond,
  - e. Picking the flowers,
  - f. Feeding the Koi when the temperature is below 50°,
  - g. Filling or use of any type of water gun.

✚ Please check in advance with Headquarters if you have questions.

16. **HORSE AND CARRIAGE:** A horse and carriage is allowed in the preserve with a Special Use Permit and Certificate of Insurance. Contact Headquarters to request the paperwork.
17. **OUTDOOR EVENTS:** If your event is scheduled outdoors, you should make contingency plans in case of inclement weather.
  - a. Refunds will not be given due to inclement weather.
18. **RESERVATION CHANGES:** Revisions to a scheduled rental may take place up until 3 days before the event date. After the third day before your event, changes to the schedule will not be allowed. Events may be rescheduled to a later date as long as the request is received prior to your schedule date of use.
  - a. To make a revision or reschedule your event contact Headquarters during office hours (Monday-Friday|8a-4:30p).
19. **CANCELLATION POLICY:** Once the reservation is made a full refund will not be available.
  - a. When notice of cancellation is received 30 days or more prior to the event date, half of the rental fee will be refunded.
  - b. If notice of cancellation is within 30 days of the event date, no refund is available. However, you may reschedule to a later date.
20. **BUILDING RENTAL FOR RAIN BACK UP OR RECEPTION LOCATION:** If you are renting a building as well as the garden you are also subject to the facility rental rules. Please be sure to read through them as they have their own rules and set of violation fees. Additionally:
  - a. The renter is responsible for set up and clean up. As a general rule we ask that you leave the building as it was found.
  - b. Notify staff at least 1 hour before your garden time slot if the ceremony will be moved indoors.

## **VIOLATION FEES**

The Champaign County Forest Preserve District Board of Commissions has set a *per violation fee of \$50/each* in addition to each *rule's own violation fee*. Should some type of damage accidentally occur, please notify the preserve personnel on duty. Contact numbers are provided.

### **CHARGABLE OFFENSES**

Per Violation Fee	Rule	Violation Fee <small>*Additional staff time is calculated as follows: \$50 for first hour and \$25 for each additional hour.</small>
\$50 +	<b>1. RESPONSIBLE PARTY</b> Location damage and damaged or missing equipment.	\$75 minimum plus cost of location damage and damaged or missing equipment
\$50 +	<b>7. ARRIVAL / DEPARTURE</b> Renter arrives earlier or stays later than the scheduled time, but cleans up	Up to \$500 plus additional staff time*
	Renter arrives earlier or stays later than the schedule time and does NOT clean up	Up to \$1000 plus additional staff time*
\$50 +	<b>8. DECORATIONS AND SIGNS</b> Decorations and/or signs left after departure	\$75 minimum plus additional staff time*
\$50 +	<b>9. BALLOONS AND OTHER SMALL BITS OF REFUSE</b>	\$75 minimum plus additional staff time*
\$50 +	<b>11. GARBAGE</b> Not thrown away in provided containers	\$75 minimum plus additional staff time*
\$50 +	<b>12. GRASS / CONCRETE / PATHS / PARKING</b> Parking/driving on grass, concrete or path	\$75 minimum plus additional staff time*
\$50 +	<b>13. PROPERTY PROTECTION</b>	\$75 minimum plus additional staff time*
\$50 +	<b>14. RESPECT OTHERS</b>	\$75 minimum plus additional staff time*
\$50 +	<b>15. ALCOHOL</b> Evidence of alcohol in the garden	\$250 minimum
\$50 +	<b>16. HORSE AND CARRIAGE</b> Having a horse and carriage without proper paperwork filed or insurance	\$250 minimum
	<b>ADMINISTRATIVE FEE</b>	\$50 will be added to the total for admin staff time and the processing of paperwork

The violation \$ total will be added to the renter's CCFPD customer account and payment will be due within 30 days. If the balance isn't paid within 30 days the debt will be sent to a collection agency.